



Town of Danville

MAINTENANCE SERVICES DIRECTOR

DEFINITION

Manages the planning, implementation and evaluation of a broad range of maintenance related operations and activities including: maintenance and repair of public parks and buildings, roadsides, streets, street lights and drainage facilities; recruits, supervises and evaluates maintenance and clerical staff; provides highly responsible and complex administrative support to the Town Manager; and speaks as a key member of the Town's Management Team.

SUPERVISION RECEIVED AND EXERCISED

Reports to, and receives general supervision from, the Town Manager.

Provides direct supervision to Maintenance Supervisors, and general supervision to Maintenance Specialists and Maintenance Workers; works with clerical staff and temporary seasonal workers.

ESSENTIAL JOB DUTIES

Duties may include, but are not limited to, the following:

- Provide leadership in the development and accomplishment of Department agenda, objectives and performance measures in the various areas of Maintenance Services. Respond to, and resolve, citizen inquiries and complaints related to Department operations and activities.
- Manage the planning, implementation and evolution of Maintenance related programs, services and operations including the hiring, training, supervising and evaluating of staff and volunteers.
- Develop and manage operations and Capital Improvement Program budgets in accordance with established procedures. Manage capital projects and special tasks, as assigned. Develop and procure facilities and equipment, and manage a 10-year asset replacement plan.
- Coordinate Department communication including contributions to the Danville Today newsletter. Serve as the key contact for local media in Maintenance-related matters.
- Serve as liaison to committees/commissions, other governmental agencies, private firms and community organizations and groups, as needed.
- Research, prepare and present Administrative Staff Reports to commissions and the Town Council. Provide administrative support to the Town Manager including acting on his/her behalf to staff, elected officials and the community, as needed.
- Manage Town's vehicle fleet and coordinate with other departments to assess and evaluate fleet needs.

- Serve as Town liaison and provide administrative support for the San Ramon Valley Sports Alliance Committee.
- Participate in professional development activities and stay abreast of new trends and innovations in Maintenance Services. Serve as mentor to staff and volunteers. Provide leadership to the organization, including participation on the Town's Management Team.
- Develop and implement the safety program. Perform duties within OSHA standards.

QUALIFICATIONS

Knowledge and skills in:

- Communication, team building, group facilitation, building and sustaining collaborative partnerships, public speaking, analytical and creative thinking, and leadership.
- Principles and techniques related to parks, roadsides, streets, streetlights, buildings and equipment maintenance, and safe work practices.
- Demonstrate effective planning and creative problem solving skills.
- Demonstrate personal leadership and inspire others to become leaders in the organization, assess and analyze community need, supervise and motivate employees and volunteers, manage fiscal, physical and human resources in a collaborative manner, demonstrate a high degree of competency in oral and written communication skills, and be available to work flexible hours including evenings and weekends, as necessary.
- Demonstrate flexibility in working with Division/Department/Town staff on various tasks, programs and projects. Develop and maintain a positive work environment and sense of team among the Maintenance Services Staff in a professional, yet relaxed environment. Communicate effectively with elected officials, the local business community, the general public, and the media.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Minimum of six years full-time related professional experience, including three years supervising full-time staff in Maintenance related services.

Education:

Bachelor's degree in related field desirable.

License or Certificate:

Possession of, or ability to obtain prior to employment, a valid Class C Driver's License with a good driving record. First Aid and CPR Certification required and may be obtained during the probationary period.